



Weapons Training Battalion



Staff Non-Fire Brief

STAFF NON FIRE BRIEF



Point of Contacts



- **Operations Officer:** 440-1600
- **Operations Chief:** 440-2687
- **Battalion Gunner:** 440-2705
- **Mr. Curci (Check-In):** 440-2918
- **Mr. Moland (Billeting):** 358-0793
- **MTU:** 440-2026/27
- **Armory:** 440-2597

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Planning Considerations

- 1 coach per every 12 shooters on the roster.
- Table 1 Qual Day (Wed) 1 verifier for every 12 Shooters.
- Table 2 Qual Day (Fri) 1 verifier for every 8 Shooters.
- Corpsmen will be assigned during SNF brief according to size of unit firing.
- Coaches must carry a copy of their current card or BTR, while coaching.
- Largest unit on each range will be assigned to provide one GOV. to transport chow down range every day. (NO POV's allowed on the range)
- Shooters will park in the shooters parking lot only, any vehicles parked outside the parking lot behind the steam plant, along the road in front of the PX, the armory parking lot, or behind Maggies will be towed.
- All chow will be picked up daily whether the unit leaves early or not, and each Marine will be issued a chow that is on the meal roster. Marines will be turned away from the chow hall on Mondays.

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Planning Considerations (Cont)



- All Marines pending psychological appointments or drug infractions, need to be briefed to range RS0/OIC prior to the firing day.
- Gloves can not be worn on the trigger hand.
- Verifiers will report to the S-3 classroom (Building RR11) NLT 0530 Wednesday and Friday (Unless a short week which will be briefed at SNF brief on Monday).
- Verifiers cannot be shooters.
- No drinking – to include SNF's 8 hours prior to firing
- Eye and Ear Protection will be used during Tables One and Two.

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Check in Procedures



Step # 1: Submission of Electronic detail roster.

Mr. Curci @ 910-440-2918

Frank.Curci@USMC.MIL

- The Non-Firing Officer / SNCO will e-mail the detail roster to the Weapons Training Battalion S-3 PRIOR TO CHECKING IN ON WEDNESDAY, the week prior to firing.

- The Form to be used is located at:

<http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/s3.aspx>

- This form is not to be modified and must be submitted in the Microsoft Word format, (PDF's will not be accepted).
- The E-Mail that you send MUST BE ENCRYPTED!
- If you are unable to send this e-mail encrypted, you will need to bring an electronic copy of your detail roster with you on a CD.

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Check in Procedures (Cont.)



Step # 2: Check in Wednesday prior to firing week w/ Mr. Curci and the Armory.

- The Non-Firing Officer / SNCO will report to the Weapons Training Battalion S-3 on Wednesday, **the week prior to firing**, between the hours of 0700 and 1100 with the following:
 - Hard copy of the unit's detail roster with the Commanding Officer's signature (Separate page).
 - Hard copy of the Letter of Authorization signed by the Commanding Officer that will allow the Non-Firing Officer / SNCO to sign for ordnance custody receipts.
- The letter of Authorization can only be signed: **Commanding**, or **Acting**, (By Direction is not accepted)
- The Non-Firing Officer / SNCO will receive blank ordnance cards and additional armory procedures from the armory.

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Check in Procedures (Cont.)



Step # 3: Turn-In Weapons & finalize S-3 check in Friday prior to firing week start w/ Mr. Curci.

- The Non-Firing Officer / SNCO will report to Weapons Training Battalion Armory on the Friday (**Base Units on Thursday**) prior to the firing week, starting at 0700 with the following:
- All shooters assigned to the unit's detail and their weapons.
 - Shooters must turn in their own weapons with a Military ID card or they will not be allowed to shoot the following week.
 - Only the SNF will be allowed to turn in Stock weapons.
- Upon completion of the weapons turn-in, the Non-Firing Officer / SNCO will turn in LTIs, PFIs, and Preparatory Training Letters (with the Commanding Officer's Signature) to the S-3.
 - SNF will proceed to security to check out vehicle pass.

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Armory

- The Detail Roster is a “Letter of Transmittal” and “Range Detail Roster” combined into one, signed by the units Commanding Officer.
- It is the SNF responsibility to ensure that the roster is 100% accurate prior to turning weapons into the Armory at WTBN.
 - This will require the SNF physically checking serial numbers against the roster when weapons are drawn from the units armory.
- Any discrepancies with Weapons, Serial Numbers, RCO’s, or serialized gear attached to the weapon at the time of turn-in to the armory will result in the Marine being dropped from the detail.
- SNF’s on Fridays will muster in the Alpha Range Thunder Dome to correct roster, prior to marching to the Armory.
- SNF’s will be allowed to make changes to their electronic rosters with Mr. Curci in the WTBN S-3 prior to turning weapons in to the armory.
 - It is highly suggested that all discrepancies be corrected before attempting turn-in at the armory, **MISTAKES WILL GET YOUR MARINES DROPPED FROM THE DETAIL!!**

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Armory Check-In Procedures



- Ensure the most up to date detail roster have been accepted and approved by the WTBN S3 and Armory.
- The armory will not accept any weapons into the armory until all required paperwork is accounted for.
- LTIs are a must for all weapons stored in the armory.
- **ID CARDS ARE A MUST! DO NOT FORGET THEM!**
- Bring a roll of 2 inch masking tape when you check your weapons in to the armory.
- 10% of weapons and RCOs/optics brought to Stone Bay must be stock weapons.
- Weapons will **not** be transported in POVs!
- The Non-Firing Officer / SNCO must be present every time weapons are turned in or issued out of the armory, to include all drop/early release shooters.
- Weapons draw times will be briefed by the Armory SNCOIC when you turn your weapons in on Friday.

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Billeting Procedures



Mr. Jim Moland

jimmy.moland@usmc.mil

Cell: 910-358-0793

- Units must submit for barracks space Tuesday's after the SNF brief, two weeks in advance, personnel must be broken down by Male/Female.
- Units failing to check in after the SNF brief, will need to arrange for transportation to and from their units every morning, during the firing week.

******Units residing in the barracks are responsible for their own linen, toilet paper, and all cleaning supplies.******

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Range

REFERENCES:

- **MCO 3574.2K/.2L Draft):**
Marine Corps Combat
Marksmanship Programs
- **MARADMIN 124/12**
Authorized individual
Weapons Attachments.
- **MCRP 3-01A:** Rifle
Marksmanship



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Range (Cont)

PHASES OF TRAINING:



- Preparatory training
- Table I training
- Table II training

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PREPARATORY TRAINING



- Preparatory training must be conducted by your unit's Combat Marksmanship Trainer (CMT) prior to arriving at Weapons Training Battalion.
- Your Unit's Commanding Officer must certify that your unit has completed all preparatory training requirements prior to your unit's arrival at Weapons Training Battalion.
- Weapons Training Battalion will provide preparatory training for all Marine Corps Base units.

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Preparatory Training (Requirements)



- ART.00 Introduction to Marine Corps Rifle Marksmanship
- ART.1 Rifle Weapons Handling
- ART.1A Weapons Handling Exercise
- ART.1B Weapons Handling Test
- ART.2 Rifle Preventative Maintenance
- ART.3 Effects of Weather*
- ART.03 Effects of Weather (RC0)*
- ART.4 Rifle Zeroing*
- ART.04 Rifle Zeroing (RC0)*
- ART.5 Data Book*
- ART.05 Data Book (RC0)*
- ART.6 Fundamentals of Rifle Marksmanship*
- ART.06 Fundamentals of Rifle Marksmanship (RC0)*
- ART.7 Positions and Slings*
- ART.07 Positions and Slings (RC0)*
- ART.8 Prone
- ART.9 Sitting
- ART.10 Kneeling
- ART.11 Standing
- ART.12 Fundamental Techniques of Fire*
- ART.12 Fundamental Techniques of Fire (RC0)*
- ART.13 Rifle Range Operations
- ART.14 Rifle Table 1

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Required Gear

- **Table 1**

- (1) Service rifle as defined in Chapter 1, paragraph 1.
-
- (2) Sling.
-
- (3) Load-bearing gear.
-
- (4) Six magazines.(No Pmags)
-
- (5) Magazine retention devices.
-
- (6) Hearing protection.
-
- (7) Eye protection.
-
- (8) Data book.

- **Table 2**

- (1) Service rifle.
-
- (2) Sling.
-
- (3) Load-bearing gear.
-
- (4) Six magazines. (No Pmags)
-
- (5) Magazine retention devices.
-
- (6) Hearing protection.
-
- (7) Eye protection.
-
- (8) Body armor and helmet. Attaching magazine retention devices directly to the body armor is authorized.
-
- Note: Water carrying device and foul weather gear are authorized.

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TABLE I TRAINING



- KD Qualification (Training Day 1 – Training Day 3)
- Once your unit reports to Weapons Training Battalion on Training Day 1 (Monday), we are responsible for the accountability of your unit.
- Once SNF and unit have drawn weapons from armory, they will proceed to assigned range and check in w/ numbers prior to leaving to pick-up chow.
- Once SNF has returned from picking up chow, they will receive a SNF brief that covers the following;
 - Red Blanket
 - Chow Pick-up
 - Weapons Drops
 - Check-in, Check-out times
 - Verifiers
 - Police call, Range clean-up
- **STONE BAY IS YOUR UNIT'S APPOINTED PLACE OF DUTY!**

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TABLE I TRAINING (Cont)



- Training Days 1 and 2 (Monday and Tuesday) are practice days with assistance from the coaches. No shooter will be permitted to qualify on Monday and Tuesday.
- Monday morning: All shooters will receive the **MANDATORY** Range Safety Brief / Range Regulations and Procedures Brief.
- **SHOOTERS NOT PRESENT FOR THE BRIEFS CONDUCTED ON MONDAY WILL NOT BE ALLOWED TO SHOOT FOR THE WEEK!**

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TABLE I TRAINING (Cont)



- Training Day 3 (Table I qualification day)
 - Will be conducted on Wednesday.
 - All shooters will fire for score and will maintain their target and relay assignments from Monday and Tuesday.
 - Shooters will not receive coaching and their score will be recorded on the firing line and in the pits.
 - **SHOOTERS WHO QUALIFY MUST TAKE THEIR SCORE!**

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TABLE I TRAINING (Cont)



- Training Day 3 (Table I qualification day)
 - Shooters who fail to qualify on Wednesday will not return to their units, but will remain for remediation in the ISMT and working parties.
 - Shooters who qualify will report back to their assigned range on Thursday for Table II training.

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TABLE II TRAINING



- Individual Training Standards 3 and 5-8
- Weapons Training Battalion will instruct all Table II Preparatory Training classes.
- Units will be responsible for completing Tables III and IV Training.

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TABLE II TRAINING (Cont)



- Training Day 4 (Thursday)
 - All shooters who qualified Table I on Wednesday must return for Table II preparatory classes and live-fire training.
 - All shooters who need to shoot Table II only will report to Stone Bay on Wednesday.

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TABLE II TRAINING (Cont)



- Training Day 5 (Table II qualification day)
 - Shooters will not receive Table I and II qualification scores until they have qualified on Table II.
 - Shooters who do not qualify on Friday will be afforded a second opportunity to qualify. If they qualify on that attempt, they will receive a maximum score of 250 regardless of the score they received for Table I on Wednesday.
- Shooters will received an UNOFFICIAL score on Friday prior to leaving. Once the Electronic score cards have been run through the electronic SCAN-TRON, the official score will be run in MCTIMS and published.

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TABLE II TRAINING (Cont)



- Training Day 5 (Table II qualification day)
 - Shooters who fail to qualify on Table II the second time will return to their units for further remediation and return on a future detail in order to re-shoot Table II.

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COACHES, VERIFIERS, CORPSMEN, GOV'S



- If a unit fails to provide the correct number of any of the above assigned individuals or tasks, that unit could be in danger of being dropped from the range.

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MEAL PLAN



- Monday: breakfast, lunch, dinner
 - Tuesday – Friday: breakfast, lunch. Evening Dinner can be eaten at the Stone Bay Dining Facility.
 - Weapons Training Battalion will process and coordinate meal requests for all meal card holders firing.
- * Breakfast cannot be picked up earlier than 0530.**

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NON-FIRING OFFICER/ SNCO RESPONSIBILITIES



- Ensure all shooters are present and accounted for at all times.
- Weapons accountability is continuous!
- Sergeants and below will march from the armory to the range and from the range to the armory - keeping on the right side of the road.
- Check in at the range house with the number of shooters for the day.
- Ensure shooters listen to and follow all commands from range personnel.

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NON-FIRING OFFICER/ SNCO RESPONSIBILITIES



- Ensure no shooters leave the range until dismissed by the RS0 at the completion of firing for the day.
- You are required to remain on the range at the firing line.
IT'S A LEADERSHIP THING!!!
- Cell phone usage is limited to NFOs/NFSNCOs. Shooters are not permitted to have cell phones on the firing line or in the pits.
- Pick up box chows. Ensure to check out with the RS0 prior to departing the range to pick up meals.

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NON-FIRING OFFICER/ SNCO RESPONSIBILITIES



- Ensure all trash is bagged and disposed of in the brown dumpsters only. There will be no trash from the barracks thrown in the contractors containers between the barracks.
- Smoking is allowed in designated areas only. There is no smoking inside of any building.
- All shooters will park in the shooters parking lot.
- Do not use the parking lot to clean out your vehicle. **WE WILL BLOCK THE PARKING LOT UNTIL IT IS CLEANED UP BY THE SHOOTERS!**

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DAILY POLICE OF BATTALION AREA



- Daily police of the battalion area will commence once each range secures from firing. Areas to be policed will be assigned to each range and rotate daily. Areas to be policed are:
 - Range Road (Charlie Range to Multipurpose Range)
 - Armory area and road leading to shooters parking lot
 - The shooters parking lot

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VEHICLES

- Tactical vehicles and buses will stage in the gravel parking lot adjacent to the Armory and the Multipurpose Range. There is **no parking** along Range Road.
- No vehicles will park at the bank located by Stone Bay's Front Gate.

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SAFETY

- Safety violators will be dropped from the range. Justifications for dropping a shooter are, but are not limited to:
 - Any violation involving a loaded weapon.
 - Repeated violations involving an unloaded weapon.
 - Failure to obey range regulations or range personnel.
 - Integrity violations.
 - Poor situational awareness resulting in unsafe conditions.

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SAFETY (Cont)



- Pregnant shooters must have written permission from their Commanding Officer and Medical Officer in order to fire.
- There will be (2) Duty Corpsmen per range.

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HIGH SHOOTER



- The High Shooter from each range for Table I will be identified and a certificate will be presented prior to the start of Table II live-fire training.
- The Tables I and II High Shooter's information will be published in The Globe.

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CHECK-OUT PROCEDURES



- Obtain a check-out / critique sheet from the Battalion Operations Chief.
- Check out with all applicable sections.
- Use the critique sheet to provide us with your assessment of all services that were provided to you from Weapons Training Battalion support sections.
- You will return your check-out / critique sheet to the Operations Chief once your unit is ready to depart Stone Bay.

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CRITIQUE SHEETS



- The critique sheets are routed through the Weapons Training Battalion Command Group and are used to:
 - Correct deficiencies.
 - Identify trends.
 - Give praise where appropriate.
 - Recommend changes if necessary.

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QUESTIONS

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